

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
Original Entry and/or Promotional Examination for
POLICE SERGEANT

SCORING INFORMATION SHEET

INFORMATION TO APPLICANTS

Following is important information concerning the various components which comprise the Police Sergeant examination. Read **ALL** of the information carefully and make sure that you understand it thoroughly. If you have any questions regarding the various stages of the examination procedure, contact your Personnel/Human Resources Office.

Successful completion of the Police Sergeant examination is contingent upon passing a two-stage examination. The content of these stages are outlined below:

KNOWLEDGE TEST FOR POLICE SERGEANT EXAMINATION

(40% of total examination score)

ELONGATED ORAL BOARD

(60% of total examination score)

Both stages (Knowledge Test and Elongated Oral Board) must be passed. Failure to pass either stage will disqualify you from moving on through the examination process and will result in failure of the examination. Once you have successfully completed the Knowledge Test, you will be scheduled for the Elongated Oral Board stage of the process. The total examination score will range from 0 to 100, with a 70 required to pass the examination. Veterans Preference points will be added, if applicable, to a passing score of 70 (Original Entry examinations only).

A brief explanation of the examination components is presented below.

KNOWLEDGE TEST FOR POLICE SERGEANT

The Police Sergeant Knowledge Test consists of multiple-choice questions with a two (2) hour time limit. Questions cover the following areas: Police Supervision/Management, Police Administration, Criminal Investigation, Field Operations, and Constitutional Law. It is suggested that in order to achieve a passing score for this portion of the examination, the chapters in the books on the suggested reading list for the examination should be studied carefully. The suggested reading material for the Police Sergeant Knowledge Test is listed the next 2 pages:

SCORING INFORMATION SHEETINFORMATION TO APPLICANTS (continued)**Section 1: Police Supervision/Management**

Iannone, N. F., Iannone, M. P., and Bernstein, J. (2008). *Supervision of Police Personnel*. (7th Ed.) Prentice-Hall Inc.

Chapter	Chapter Title
1	The Supervisor's Role
2	The Supervisor's Function in Organization, Administration, & Management
3	Leadership, Supervision, and Command Presence
6	Interpersonal Communications
8	Some Psychological Aspects of Supervision
10	Employee Dissatisfaction and Grievances
11	Discipline: Principles, Policies, and Practices
12	Personnel Complaint Investigation Procedures and Techniques
13	Personnel Evaluation Systems
14	Performance Rating Standards and Methods
16	Tactical Deployment of Field Forces

Section 2: Police Administration

Swanson, C., Territo, L., and Taylor, R. (2007). *Police Administration: Structures, Processes, and Behavior*. (7th Ed.) Prentice-Hall Inc.

Chapter	Chapter Title
2	Policing Today
6	Organizational Design
7	Leadership
8	Planning and Decision Making
10	Human Resource Management
11	Labor Relations
13	Stress and Police Personnel
14	Legal Aspects of Police Administration

Section 3: Criminal Investigation

Adams, T., Caddell, A., and Krutsinger, J. (2003). *Crime Scene Investigation*. (2nd Ed.) Prentice-Hall Inc.

Chapter	Chapter Title
5	The Initial Response
6	The Crime Scene Search
7	Evidence Collection
8	Evidence by the Type of Crime
11	Documenting the Crime: Reports, Photographs, Videos, and Sketches
13	Going to Court

SCORING INFORMATION SHEETINFORMATION TO APPLICANTS (continued)**Section 4: Field Operations**

Adams, T. (2007). *Police Field Operations*.
(7th Ed.) Prentice-Hall Inc.

Chapter	Chapter Title
1	Introduction to Patrol Operations
2	Community Policing
5	Basic Patrol Procedures
6	Frequently Handled Assignments
7	Traffic Direction and Enforcement
9	Crimes in Progress
11	Interviews and Interrogations
12	Arrest, Search, Custody, and Use of Force
13	Reporting and Records

Section 5: Constitutional Law

Walker, J., and Hemmens, C. (2008). *Legal Guide for Police*.
(8th Ed.) Anderson Publishing.

Chapter	Chapter Title
1	Results of Failure to Comply with Constitutional Mandates
2	Police Power and Limitations
3	Police Authority to Detain
4	Law of Arrest
5	Search and Seizure with a Warrant
6	Search and Seizure without a Warrant
7	Questioning Suspects
8	Pretrial Identification Procedures

Your score, for this examination component, will count 40 percent of your total examination score.

ELONGATED ORAL BOARD (EOB)

The EOB is always the second and final stage in the examination process for the Police Sergeant classification. An Elongated Oral Board is comprised of three individuals recommended by the Employer and approved by the University System Office prior to the examination. These assessors will rate the exercises.

Only applicants who have successfully completed a Knowledge Test for the Police Sergeant classification will be allowed to proceed and take the EOB for that classification. The purpose of the EOB component of the examination is to further assist in rating of applicants. The Knowledge Test component and the EOB component ultimately determine the applicant's final score. The employment register for each classification is subsequently established based on the final test scores.

SCORING INFORMATION SHEET

INFORMATION TO APPLICANTS (continued)

The EOB consists of an evaluation of the oral presentation by the applicant in response to a series of defined questions, reactions to scenarios, or other defined exercises i.e. simulation exercises that include group activities, in-basket, and fact-finding tasks. The overall rating is arrived at by averaging ratings of the three board members. Failure to pass the EOB will disqualify the applicant and result in a failure to successfully complete the examination.

Passing score will count as 60 percent of your total examination score.

Score will range from 0 to 100 points. A passing score of 70 points must be achieved in order to pass the examination.